

**CSIT 901 #0698** Room: CE-225

Tues & Thurs 9:35-11:00 am

Instructor: Mary-Jo Apigo [apigomj@wla.edu](mailto:apigomj@wla.edu)

The best way to communicate with me is through the **Private Message** feature in Etudes.

Office Hours (HLRC-315): Tues & Thurs 11-11:30 am



## Course Description

### Welcome to Computer Science 901 – Introduction to Computers & Their Use!

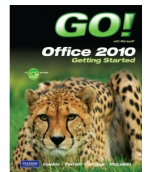
This introductory course will explore fundamental computer concepts with an emphasis on practical use of computers in business and in personal situations. Topics covered in the course include the importance of being computer literate, an examination of basic computer hardware, Internet technology and use, application software, computer networking, and mobile computing. Students acquire hands-on proficiency in the use of Microsoft Office 2010 application software including a word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint), a database management program (MS Access), and other applications. Windows will be used to illustrate operating system concepts and disk organization.

This class includes information computer literacy and digital technology concepts as well as hands-on assignments using computer applications. CSIT 901 meets the prerequisites for all advanced computer applications courses listed under CSIT and CAOT. It is UC/CSU transferable.

As an LACCD student, you have been given an LACCD email address. Visit <http://www.wla.edu> → For Students → Email. The college sends important emails to this address. Please check it regularly or forward your LACCD e-mail to another personal email address. Click on “Instruction” and “Video”.

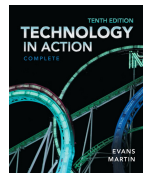
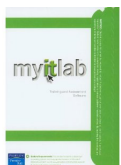
## Required Materials

The Computer Science 901 Bundle – ISBN-10: 978-1269-431-330 – can be purchased in the West Los Angeles College Bookstore. **Please note that the software access code WILL NOT be used in this class. All the resources will be posted on ETUDES under the Modules section.**



The Bundle includes the following materials:

1. **GO! With Microsoft Office 2010**, Introductory 3<sup>rd</sup> edition. Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, Carolyn McLellan. Prentice Hall.
2. **Technology in Action**, 10<sup>th</sup> edition. Alan Evans, Kendall Martin, Mary Anne Poatsy. Pearson/Prentice Hall.
3. MyITLab software access code. MyITLab is an online assessment and training tools for MS Office 2010. It allows students to perform their MS Office assignments online without actually having MS Office 2010 installed on their computer. **The software access code WILL NOT be used in this class.**



**Software:** PCs (with Windows 7 or Window XP) and Microsoft Office 2010. A web email address and an Internet connection. If you do not have a home computer, you should use the WLAC Library 2nd floor or the Computer Science Computer Lab in CE-101. See computer lab hours below.

You can purchase Office 2010 Professional Plus for \$39.95 at:

<http://foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.aspx>

**Required Data Storage:** 2G (or larger) USB flash drive.

### Class Format

This class will include both lecture and lab time as described above in the course description.

Lectures will focus on *Technology in Action (TIA)* concepts. All tests and the final exam will cover material from *Technology in Action*. You will also be completing assignments on MS Office 2010 (Word, Excel, Access, PowerPoint). You will be accessing the website below.

[www.MyEtudes.org](http://www.MyEtudes.org)

- We will be using [www.MyEtudes.org](http://www.MyEtudes.org) to take exams and submit assignments. Online modules for class content will be on MyEtudes. You can also access the syllabus, class announcements, handouts, and additional information. Be sure to login regularly to participate in class.
- After logging-in, click on the tab that says **“WLAC COS 901 0698 MAPIG SP14”** to access our class site.
- Please login the first day the class starts (February 11, 2014) at [www.MyEtudes.org](http://www.MyEtudes.org).

The class will also include hands-on activities from *Go! With Microsoft Office 2010*. You will complete trainings and projects using software for Microsoft Office 2010: Word, Excel, Access, and PowerPoint. See page 6 of the syllabus for due dates.

How to log in to ETUDES

In order to log in to your online course, you need to know your ETUDES User ID and Password. Please follow the ETUDES login instructions below.

Please be aware that you may not log in to online courses until the official start date of the term. Your User ID and Password will not work before the first day of class.

ETUDES User ID	ETUDES Password
First 2 letters of first name + First 2 letters of last name + Last 5 digits of Student ID # (Not your Social Security #) <b>Example:</b> Jose Garcia has the following Student ID: #880123456 Based on this example, Jose's ETUDES User ID would be = <b>joga23456</b> To log in to a course delivered with ETUDES, <a href="#">click here</a> .	<b>MonthDay</b> of birth in school records (Type using all lower case letters) <b>Example:</b> Jose Garcia's birthday is April 11th, 1982 (04/11/82). Based on this example, Jose's ETUDES Password would be <b>0411</b> . NOTE: This is a permanent account that you will use for all ETUDES courses for this term and all subsequent terms. Your login information does not get reset from term to term. If you change your password, the change will apply to all of your current and future courses. Please save your login information for future reference.

### CE-101 Computer Lab Hours

Monday – Thursday: 2:15 pm – 9:45 pm

Saturday: 8:45 am – 1:00 pm

Friday & Sunday: Closed

Hours may vary. Check <http://csit.wlacwebs.com/CE101LabHour.pdf> and <http://www.wlac.edu/library/> for updated information.

### Library Computer Lab (HLRC, 2<sup>nd</sup> floor)

Monday – Thursday: 7:30 am – 8:00 pm

Friday & Saturday: 9:00 am – 1:00 pm

Sunday: Closed

### CE-225 Computer Lab Hours with Professor Taira

Sunday: 9:00 am – 5:00 pm

### Class Participation and Professionalism

The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated, understand the importance of studying the material, and practice the skills learned. YOU CAN DO IT, and I'm here to help.

Regular, on-time class attendance and participation is expected from each student and will be a determining factor in your final course grade. At a minimum, you are expected to attend class on time.

Arriving Late or Leaving Early: Students are responsible for material discussed during any missed lectures. This includes terms, concepts and skills covered in class, changes in class schedule, assignments, etc. Even if you miss a class, you are expected to submit the assignment on time.

It is the **student's responsibility to drop the class if he/she chooses**. Failure to drop the class in a timely manner will result in a "W" or "F" on your transcript.

Other factors that could negatively impact your class participation grade include regularly showing up late for class, surfing the web during class lectures, and turning in your assignments late. If you are having problems keeping up with the class assignments, please see me as soon as possible, NOT the day before the assignment is due.

Please **turn OFF all cell phones** and pagers prior to entering class.

**NO food or drinks** are allowed in the classroom. Please keep your area clean.

### Exclusion Policy

Students who have missed more than twice the number of hours in a class week may be excluded. *For a 3-unit class, that means after missing 6 hours (or 2 classes).*

It is your responsibility to drop the class. Failure to drop the class in a timely manner will result in a "W" or "F" on your transcript.

*If you are having problems keeping up with the assignments, please contact me as soon as possible, NOT the day before the assignment is due.*

### Missed Exams or Assignments

There are no make-up quizzes or exams. The lowest score of your TIA exams will be dropped. A TIA exam may be made up if there is a valid excuse (serious illness corroborated by a physician) and must be scheduled within 12 hours with your instructor.

There are no make-up assignments. Assignments should be submitted (through ETUDES) on or before the due date. Late assignments will have points deducted. Late assignments will not be accepted after one week.

### Academic Honesty and Integrity

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class**. Students are expected to work on assignments, labs, and exams individually and independently. Students may consult with each other on the assignments and labs, but each student is expected to turn in his/her own assignments and labs. Exams will be taken individually and independently. *Plagiarism and cheating on assignments, labs, and exams will not be tolerated.*

### Computer Science Division

The Computer Science division web site provides many useful information like requirements for degree and certificate programs, industry certification exam discount vouchers, internship and scholarship opportunities, FAQ, etc. If you are interested in pursuing a major or career in computer science, and to view the programs West offers, visit [www.wlac.edu/csit](http://www.wlac.edu/csit).

### Course Student Learning Outcomes (SLOs)-<http://www.wlac.edu/slo/resources/studentguide.html>

Upon completion of the course,

1. *Successful students will impart usage and importance of computers in business and society by demonstrating a basic understanding of computer hardware, software, operations and Internet use and resources.*
2. *Successful students will be able to access, store and organize information in files and folders and backup data.*
3. *Successful students will apply safe and secure computer practices, including Internet security and employ computer ethics.*
4. *Successful students will demonstrate Word 2010 skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checker.*
5. *Successful students will demonstrate Excel 2010 skills to create and format a worksheet: use and creation of formulas, financial formatting, worksheet design and charting.*
6. *Successful students will demonstrate PowerPoint 2010 skills to create and edit a presentation: start and identify parts of a presentation, format slides and modify slide layout.*
7. *Successful students will demonstrate Access 2010 skills to identify and create basic elements of a database.*

### Pathways Academy to CSUDH

*Pathways Academy* is a two-year transfer program partnership between West Los Angeles College and CSU Dominguez Hills for students planning to major in Computer Science. Students who qualify for the program and successfully complete all program and transfer requirements will have GUARANTEED admission to CSUDH. Visit <http://www.wlac.edu/pathways> for more information.

### Transfer Honors Credit

West Honors students can take CS 901 as an Honors course. Visit <http://www.wlac.edu/transfer/honors-program.html> for more information.

**Office of Disabled Student Programs and Services (DSP&S)**

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology.

**Important Dates**

Last day to drop classes without a "W"	Friday, February 21
Last day to drop classes with a "W"	Friday, May 9
Spring Break	April 7 - April 13

After May 9<sup>th</sup>, students still enrolled will appear on the final grade roster and receive a grade.

**Course Incompletes:** Incompletes may be considered only by a student who has completed 75% of the coursework with a passing grade. Requests to the instructor for an incomplete will be evaluated and determined on an individual basis.

**Grading**

<i>Technology in Action Tests</i>	30%
<i>Technology in Action Final Exam</i>	15%
<i>Go! Office 2010 Application Projects</i>	37%
<i>Go! Office 2010 Skill-based Trainings</i>	13%
<i>Class Participation &amp; Professionalism</i>	<u>5%</u>
	100%

There are a total of 605 points possible for this course. This is based on 5 *Technology in Action Tests*, 1 *Technology in Action Final Exam*, 15 *Go! Office 2010 Skill-based Trainings*, 3 *Go! Office 2010 Application Projects*, and class participation and professionalism. ***There will be no make-up Technology in Action exams or final exam.***

Course Grade	Point Range	% Range
A	605 – 545	100% – 90%
B	544 – 484	89% – 80%
C	483 – 424	79% – 70%
D	423– 363	69% – 60%
F	362 – 0	59% – 0%

Items in **BOLD** are assignments that are due on the dates indicated.

		Technology in Action (TIA) Topics	Go! Office 2010 Due Dates			
<b>Week</b>		<b>Assignments (in bold) are completed in class on dates indicated below.</b>	<b>Assignments (in bold) are due on <a href="http://www.MyEtudes.org">www.MyEtudes.org</a> by 11:59 pm on dates indicated below.</b>			
1	2/11	Course overview Getting Started with MyEtudes.org	<b>PowerPoint Ch. 1-Project 1A PowerPoint Ch. 1-Project 1B PowerPoint Ch. 1-Project 2A</b>  <b>March 6, 2014</b>			
	2/13	Ch. 1 – Using Technology to Change the World				
2	2/18	<b>Syllabus Quiz</b>				
	2/20	<b>Test on Ch. 1</b>				
3	2/25	PPT Project				
	2/27	PPT Project				
4	3/4	<b>PPT Student Presentations</b>				
	3/6	Ch. 2 – Looking at Computers				
5	3/11	Ch. 6 – Understanding & Assessing Hardware			<b>Word Ch. 1-Project 1A Word Ch. 1-Project 1B Word Ch. 2-Project 2A Word Ch. 2-Project 2B Word Ch. 3-Project 3A</b>  <b>April 3, 2014</b>	
	3/13	Ch. 6 – continued				
6	3/18	<b>Test on Ch. 2 &amp; 6</b>				
	3/20	Ch. 3 – Using the Internet				
7	3/25	Ch. 3 continued				
	3/27	Ch. 8 – Digital Devices and Media				
8	4/1	Ch. 8 continued				
	4/3	<b>Test on Ch. 3 &amp; 8</b>				
<i>Spring Break 4/7-4/13</i>						
9	4/15	Ch. 4 – Application Software	<b>Word Ch. 3-Project 3B Excel Ch. 1-Project 1A Excel Ch. 1-Project 1B Excel Ch. 2-Project 2A Word Application Project</b>  <b>May 8, 2014</b>			
	4/17	Ch. 4 continued				
10	4/22	Ch. 5 – Using System Software				
	4/24	<b>Test on Ch. 4 &amp; 5</b>				
11	4/29	Ch. 7 – Networking				
	5/1	Ch. 7 continued				
12	5/6	Ch. 9 – Securing Your System				
	5/8	Ch. 9 continued				
13	5/13	<b>Test on Ch. 7 &amp; 9</b>			<b>Excel Ch. 2-Project 2B Excel Ch. 3-Project 3A Excel Ch. 3-Project 3A Access Ch. 1-Project 1A Excel Application Project</b>  <b>May 29, 2014</b>	
	5/15	Review Ch. 1, 2, 6				
14	5/20	Review Ch. 3, 8				
	5/22	Review Ch. 4, 5				
15	5/27	<i>Non-instruction Day</i>				
	5/29	Review Ch. 7, 9				
16	6/3	<b>Final Exam – 10:15 am – 12:15 pm</b>				

*Note: The course outline is tentative and subject to change by the instructor based on the progress of the class.*